

ESUPPLIER PORTAL REGISTRATION GUIDE

eSupplier Registration

eSupplier PORTAL REGISTRATION USER GUIDE

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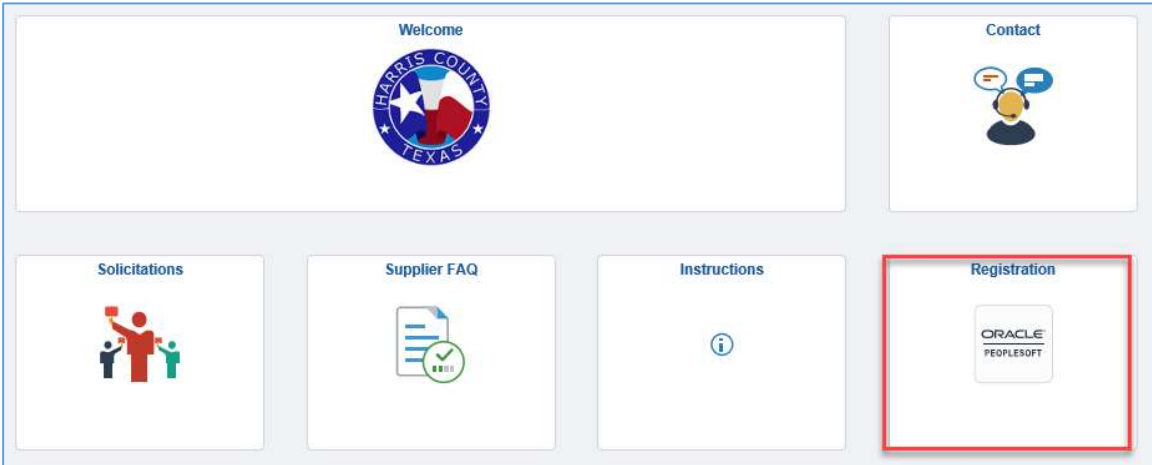
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Before You Begin

- You will need to know your **Supplier ID** and **Tax Identification Number** to begin the registration steps.
- When registering a new user, please note that all users will have the ability to update supplier contact and address information as well as view information such as purchase orders, receipts and payments.

Submit Your Profile Information for Approval

Follow the steps below to submit your profile information for approval:


Step	Action
1.	<p>Navigate to the eSupplier website: https://esupregistration.hctx.net and select the Registration tile.</p>  <p>Please note that the tile display may differ based on Internet browsers. Different browsers display the tiles differently.</p>

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2. On the Register New User Accounts screen, enter your **Supplier ID** and **Tax Identification Number**.

Supplier List

*Supplier ID	Tax Identification Number	
<input type="text"/>	<input type="text"/>	
<input type="button" value="Add"/>		

3. If your Supplier ID and Tax Identification Number are valid, continue filling out the **User Account Information**, click the box to **agree** to the Terms and Conditions and click the **Submit** button.

User Account Information ?

First Name	<input type="text"/>
Last Name	<input type="text"/>
Description	<input type="text"/>
* Email ID	<input type="text"/>
Language Code	English <input type="button" value="v"/>
Time Zone	<input type="text"/> <input type="button" value="Q"/>
Currency Code	USD <input type="button" value="Q"/>

Terms and Conditions

Make sure you read terms of agreement fully before submitting your registration.

☐ Click to accept the Terms of Agreement below.

[Terms of Agreement](#)

4. You will receive a pop-up notification that your profile has been submitted for approval. Click **OK**.

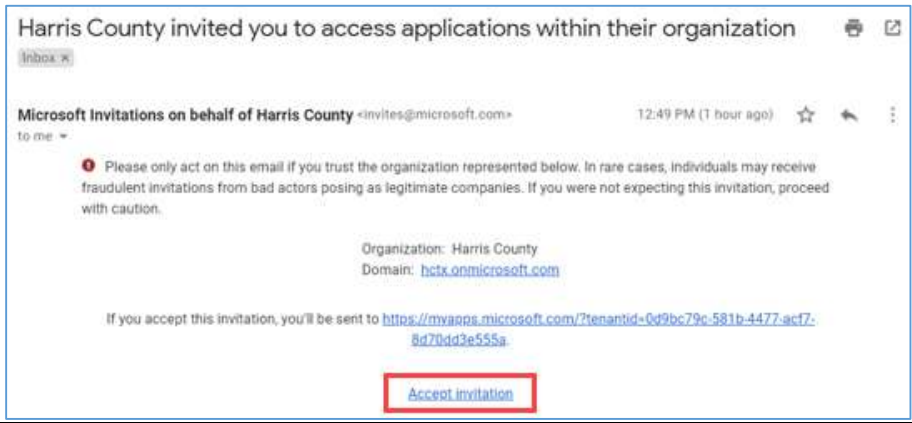
New User Profile has been submitted for Approval

5.	You will also receive an email from ' noreply-registration@hctx.net ' with a subject line of ' User ID Registration ' confirming that your email associated with your Supplier ID has been submitted.
6.	Once approved, you will receive an email from ' noreply-registration@hctx.net ' with a subject of ' User ID Registration ' letting you know that your request has been approved.
7.	You will then receive an email from Microsoft with additional authentication instructions. The email will come from ' Microsoft Invitations on behalf of Harris County ' with a subject line ' Harris County invited you to access applications within their organization '. Click the Accept Invitation link and then follow the on-screen instructions or refer to Complete Microsoft Authentication information below.

Complete Microsoft Authentication

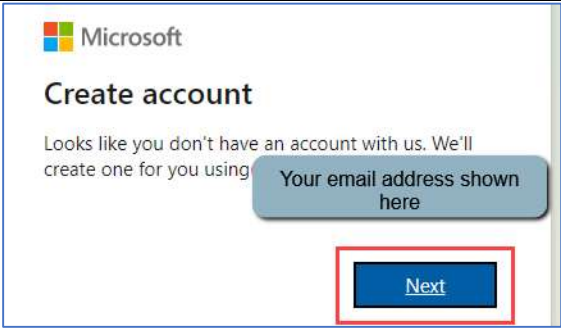
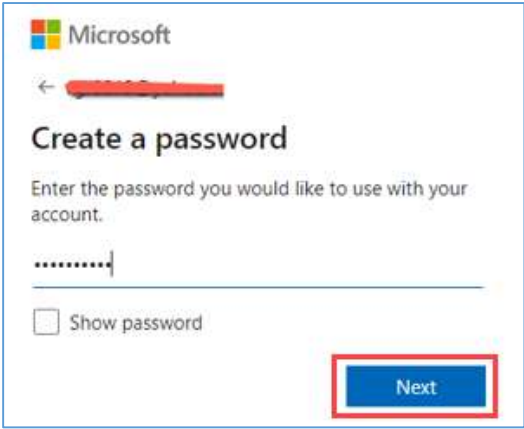
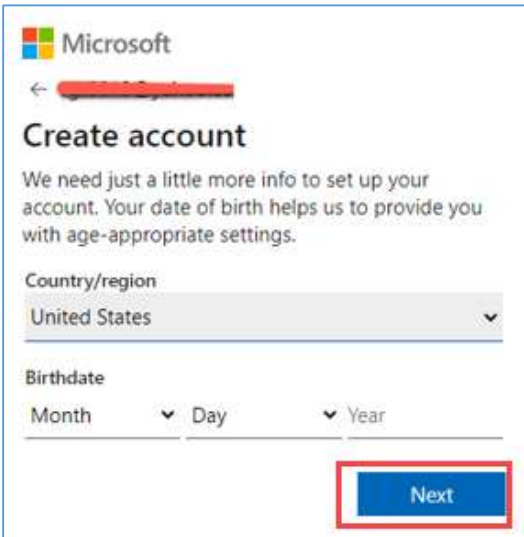
Before you can access the Supplier Portal, there is a onetime setup to create your account and set up your authentication method.

Follow the steps below to complete the Microsoft Authentication.

Step	Action
1.	<p>In the Microsoft invitation email, click on the Accept Invitation link.</p> 
2.	<p>If you do not already have an account, you will be prompted to create one. On the Create account screen, click Next.</p>

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3.	<p>On the Create a password screen, enter a password and click Next. This will be the password you will use to access the Harris County Supplier Portal.</p> 
4.	<p>On the Create account screen, enter the information requested and click Next.</p> 

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5. You will receive an email with a code. On the **Verify email** screen, enter the **code**, **uncheck the box** about Microsoft offers, and click **Next**.

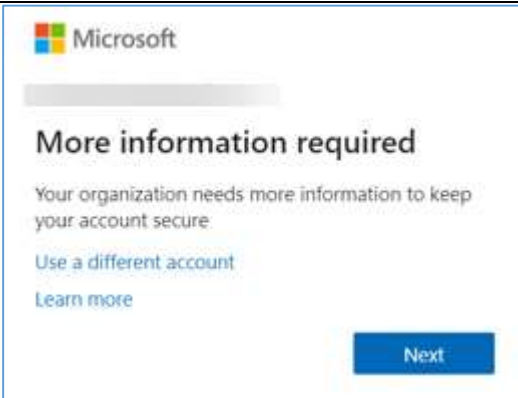
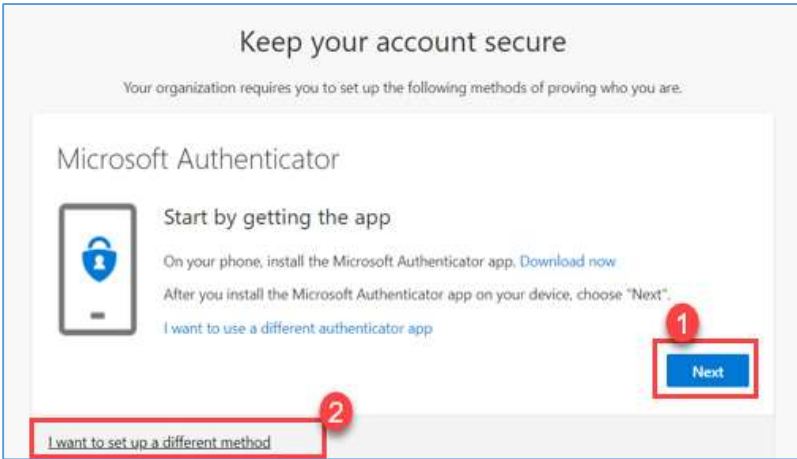
6. On the **Create account** screen, you will be prompted to solve a puzzle. Click **Next** to get the puzzle screen. Solve the puzzle and click **Next** again.

7. On the **Review permissions** screen, review the information and click the Accept button.

8. You will be prompted for more information to keep your account secure. Click **Next**.

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	 A screenshot of a Microsoft account security screen. At the top is the Microsoft logo. Below it, the text reads "More information required". Underneath, it says "Your organization needs more information to keep your account secure." There are two links: "Use a different account" and "Learn more". At the bottom right is a blue "Next" button.
9.	<p>On the Microsoft Authenticator screen, you can set up authentication by 1) downloading the app or 2) selecting to use another method to authenticate by phone. Select the option you prefer and follow the on-screen prompts to set up your authentication.</p>  A screenshot of the Microsoft Authenticator setup screen. The title is "Keep your account secure". Below it, it says "Your organization requires you to set up the following methods of proving who you are." The main heading is "Microsoft Authenticator". There is an icon of a smartphone with a lock. The text says "Start by getting the app". Below that, it says "On your phone, install the Microsoft Authenticator app. Download now". Then, "After you install the Microsoft Authenticator app on your device, choose 'Next'." There are two options: "I want to use a different authenticator app" and "I want to set up a different method". A red box with a "1" highlights the "Next" button. A red box with a "2" highlights the "I want to set up a different method" option.
	<p>Your registration and authentication is now complete. You can access the Harris County Supplier Portal using your registered email address and password.</p>

Accessing the Harris County Supplier Portal

Once you have completed the initial setup, use the link below to access the Harris County Supplier Portal and log in using your registered email address and password.

<https://stars-esupplier.hctx.net>

Getting Help

If you have any questions, please call Harris County Purchasing at 713-274-4400 or email PSSuppliersRegistrat@pur.hctx.net

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